



U.S. General Services Administration

Ordering Guide for the Maintenance, Repair and Operations (MRO) Supplies Purchasing Channel Strategic Sourcing Blanket Purchase Agreements (BPAs)

Issued March 6, 2014

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Document overview

- Overview
- Ordering Procedures
- How to Buy MRO Supplies
- Points of Contact



MRO BPAs overview

- Awarded February 28, 2014
- BPAs are agreements with vendors that provide discounts
 - Increased discounts triggered at \$12.5M, \$25M, \$37.5M, and \$50M tiers; and \$62.5M
 - Aggregate amount per vendor trigger tiers, discounts vary depending on vendor
- Eleven vendors awarded BPAs across the three vendor categories – 10 of which are small business
- Three distinct vendor categories – Hardware; Tools and Tool Cabinets; Paints, Adhesives and Sealants



MRO BPA VENDORS BY CATEGORY

Category	Vendor Name	BPA #	SocioEcon Status
Hardware	Capitol Supply	GS-23F-BA005	S
	Noble Supply & Logistics	GS-23F-BA008	S
	SupplyCore	GS-23F-BA011	S
	WECsys	GS-23F-BA013	SDB
	Galaxie Management	GS-23F-BA006	SDVOSB
	MJL Enterprises	GS-23F-BA007	SDVOSB
	SPS Industrial	GS-23F-BA010	SDVOSB
	Premier & Companies	GS-23F-BA009	WOSB
	The Office Group	GS-23F-BA012	WOSB
	Wrigglesworth Enterprises	GS-23F-BA014	WOSB
	W.W. Grainger	GS-23F-BA015	NA



MRO BPA VENDORS BY CATEGORY

Category	Vendor Name	BPA #	SocioEcon Status
Tools and Tool Cabinets	Noble Supply & Logistics	GS-23F-BA008	S
	WECsys	GS-23F-BA013	SDB
	SPS Industrial	GS-23F-BA010	SDVOSB
	Premier & Companies	GS-23F-BA009	WOSB
	The Office Group	GS-23F-BA012	WOSB
	W.W. Grainger	GS-23F-BA015	NA



MRO BPA VENDORS BY CATEGORY

Category	Vendor Name	BPA #	SocioEcon Status
Paints, Adhesives and Sealants	Noble Supply & Logistics	GS-23F-BA008	S
	WECsys	GS-23F-BA013	SDB
	MJL Enterprises	GS-23F-BA007	SDVOSB
	SPS Industrial	GS-23F-BA010	SDVOSB
	The Office Group	GS-23F-BA012	WOSB
	W.W. Grainger	GS-23F-BA015	NA

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Value to the customer

- Government savings
 - Projected savings average 12%
 - Tiered pricing provides more discounts over life of BPA
- Data collection
 - Identified top “market basket” MRO items purchased by government; leveraged buying power for those items
- Enable Agency socio-economic goals
 - Ten out of eleven MRO BPAs awarded to small business vendors

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MRO goals

- Achieve savings
- Capture data
- Enable achievement of socio-economic goals
- Drive compliance with mandates, acts, orders
- Conform with Agency business practices
- Be easy to use



What if the product I want to buy is not on the MRO BPA?

- By purchasing MRO supplies through the BPAs, customers are able to ensure that they are meeting all relevant mandates and procurement regulations (TAA, EO 13514)
- Recommend purchasing an item that meets the form, fit and function to the supply you are intending to purchase
- To have items added to the BPA is through the modification process and the supplier will have to initiate this process

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Delivery order status

- Vendors to provide real-time order status
- Standard delivery CONUS up to 5-7 business days, where applicable
- Provide overnight, second day, expedited CONUS delivery for fee
- Damaged goods are contractors' responsibility and liability
 - Replace within three business days of notification of damage and will adhere to the delivery timeframes of original order

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Ordering procedure for orders at or below the micro purchase threshold (\$3,000)

- Attempt to distribute orders among all BPA holders
 - Most vendors have an order minimum of \$25
 - Smaller orders may be placed with some vendors, but a small fee may be incurred
- As part of the government's sustainable ("green") mandates, place larger orders to reduce the number of deliveries and transactions

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Orders exceeding micro-purchase threshold (\$3,000)

- Employee with appropriate purchasing authority must execute the order
- Must evaluate at least three vendors – survey GSA *Advantage!*, vendor catalogs, or vendor pricelists
 - Don't need to survey vendors outside the MRO BPAs

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Unusual, unique, and high-dollar-value orders (over \$150,000)

- Although a price reduction may be sought at any time, this threshold represents the point at which, given the dollar value of the potential order, the ordering activity shall seek a price reduction
- Encouraged to use GSA's E-Buy system or a reverse auction
- Contractor must comply with the Berry Amendment on all DoD orders over \$150,000

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What if my order doesn't meet the minimum purchasing requirement?

- Minimum purchasing amount: \$25
 - May be charged a convenience fee if below minimum
- We recommend that you pool together other purchases in your office using the "Park Cart" feature on *GSA Advantage!*
- Develop a strategy to purchase more items less frequently, planning ahead, so that you are making larger purchases

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Tax exemption

- Purchases on behalf of the Federal Government are exempt from most taxes
- In accordance with FAR 52.212-4, Taxes, the BPA price includes all applicable Federal, State and local taxes

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Why order through **GSA Advantage!**

- Step-by-step ordering guide available
- Multiple ways to evaluate vendors, products, and pricing
- Filters to limit results to green items, small business vendors, toner, and AbilityOne products
- Quantity discount pricing
- Park Cart feature
- Varied shipping options

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GSA Advantage!

*The new, discounted MRO pricing will be available
no later than April 1, 2014*

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Steps to ordering from GSA *Advantage!*

1. Go to <https://www.gsaadvantage.gov>
2. Log in using your username and password
3. Back at the home page find “Shop by Category” in the upper left hand side
4. Locate the ‘Maintenance, Repair, Operations FSSI’ option
5. Begin search!
6. Add items to your cart and check out with your appropriate method of payment

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Other purchasing channels available

- Agency virtual stores
- Vendors websites
- DoD EMALL
- Phone, fax, or directly with the vendor
- BPA pricing for walk-in customers

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Information sources

- <http://www.strategicsourcing.gov>
 - Links to ordering portals
 - Ordering guides, FAQs and how-to videos (coming soon)
- Find your local GSA Customer Service Director
 - <http://www.gsa.gov/csd>
- <http://www.gsa.gov/fssimro>
 - List of all BPAs with vendor information
 - GSA contact information

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Thank you from the GSA MRO Program Team

Feel free to contact us!

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